

In order to simplify your planning, NOAA’s acquisition management divisions have identified the following as the maximum amount of time it should take to process an acquisition. This is based on the total dollar value of the action (including all options). The processing time identified below should be used as a guide for knowing how much time it will take to process a procurement action and make the award. In most cases, the lead times identified below are based on statutory, regulatory and policy mandates and a reasonable workload. There are also a variety of methods for acquiring goods and services that may affect these times. Regardless, the acquisition management divisions will make every effort to process each action in the least amount of time possible.

Dollar Value of Procurement Action	Maximum administrative processing time¹
\$ 0.00 - \$24,999.99	30 calendar days
\$25,000 - \$100,000.00 ²	75 calendar days
Any order against an existing contract (GSA Schedule, GWAC, IDIQ Contract)	60 calendar days
\$100,001.00 - \$499,999.99	150 calendar days
\$500,000.00 - \$4,999,999.99	210 calendar days
\$5,000,000.00 - \$9,999,999.99	240 calendar days
\$10,000,000.00 – and up	360 calendar days

¹ Starting with the date that the procurement action is received in the acquisition office.

² \$100,000.00 represents the “simplified acquisition threshold.” However, if the acquisition is for a commercial item, this threshold is increased to \$5,000,000.00.